

DD/S 64-2170

EX-103 Re-entry
60-20951

13 APR 1964

MEMORANDUM FOR: Executive Director - Comptroller

THROUGH

A Deputy Director for Support *HCL*

SUBJECT : Proposal to Limit the Reproduction of Sensitive Documents

REFERENCE : Memo to Director of Security from
[redacted] did 23 Mar 64,
same subject

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1. This memorandum is for your information only and responds to reference.

2. At the present time the Top Secret Code Word Control Committee is conducting a thorough analysis of document controls within the Agency and to date has dealt with the problems involved in the fields of Top Secret and SI. The reports on RD, [redacted] document controls will be considered on 17 and 24 April and 1 May 1964. All participants will be requested to submit written reports and recommendations. The Committee will then analyze all problems and recommendations and one of the problems to be considered will be the unauthorized reproduction of Top Secret and Code Word documents. All aspects of this serious problem will be surveyed to ascertain what will be the best means to prevent or control the "bootleg" reproductions. It may be that controls applicable to Top Secret material would be inapplicable to Code Word material.

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When all the facts are in, the various methods of preventing unauthorized reproduction such as controlling access to reproduction equipment, organizational controls and scientific methods will be considered and those measures deemed most appropriate at that time will be referred for your information.

UNCLAS

A. L. Bannerman
Director of Security

Distribution:

Orig. & 1 - Adm.
1 - JCS
1 -
1 - Mr. Sidney Gottlieb

SECRET

64-2095

23 March 1964

MEMORANDUM FOR: Director of Security

SUBJECT : Proposal to Limit the Reproduction of
Sensitive Documents

1. Mr. Kirkpatrick would like to get the reaction of the Director of Security on the attached proposal. It sounds like a logical idea, but before doing any extensive planning please let Mr. Kirkpatrick know if in your opinion it is possible.

2. Please let this office have your reaction by 3 April.



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cc:



OAD/rkg

Original / Addressee

✓ 1 - ER

1 - OADay

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EXECUTIVE REGISTRY FILE

Security



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23 March 1964

MEMORANDUM

SUBJECT: Proposal to Limit the Reproduction of Sensitive Documents

25X1 1. At a meeting of the TS/Codeword Control Committee on Friday, 20 March, [] reported on his survey of Agency TS controls. Among other things, he reported that about twenty-five or thirty percent of our employees admitted that they reproduce TS documents. A conversation followed in which it was pointed out that a periodic inventory of TS documents is meaningless as long as these documents can be easily reproduced with impunity. Such an inventory might indicate where the original document was physically located but, as procedures stand now, it certainly could not tell how many thermofax copies were floating around inside (or outside) our buildings.

2. Most individuals at the meeting concurred that TS documents are reproduced with nothing more sinister in mind than 'making a working copy'. However, the Agency's tolerance of reproducing TS documents by thermofax makes it relatively easy for anyone (having access to TS documents) to reproduce them and take them out of the building for sinister purposes.

3. It is therefore suggested that the Office of Security look into the following:

[]

25X1 b. Establish procedures for marking all authorized copies. [] points out that there is some legitimate reproduction of non-original TS documents, and this will have to be

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considered.) If a TS document turns up marked, it will of course be necessary to run an investigation as to who did it and for what reasons.

4. This system would not, of course, prevent determined operators from (1) stealing an original, (2) reproducing an original b photography or (3) making a typewritten copy of an original. But it would make the reproduction by thermofax sufficiently hazardous to discourage making copies for any unauthorized purpose.

[redacted] to the DCI

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cc: Robert Bannerman

[redacted]
Sidney Cottler

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